

From: Bell, Jennifer C. DPI
Sent: Thursday, October 12, 2017 3:02 PM
To: High school principals, DACs, and ACT test coordinators
Subject: WI Statewide ACT Assessments Update - Oct. 12

Dear educators,

Welcome to the first 2017-18 biweekly email update for the ACT high school assessments. This email communication will go out to high school principals, test coordinators, and DACs every other week and will contain information about the statewide ACT with writing and ACT WorkKeys for grade 11 students and statewide summative ACT Aspire for grades 9 and 10 students. All biweekly ACT emails will be archived on the [Assessment Correspondence page](#).

Test Dates and Times

- The 2018 and 2019 ACT, WorkKeys, and Aspire test dates can be found here: <https://dpi.wi.gov/assessment/act/calendar>
- Schedules of Events will be posted later in October. Test administration tasks begin in November.
- Emergency dates are for weather emergency or other incident where schools are not able to test on the initial or makeup date and require DPI approval by email.
- Makeup and emergency ACT accommodations testing windows have been added to serve students who were not able to test during the initial accommodations window.
 - These should be rare cases (absence or long-term illness) that occur during the initial accommodated test window.
 - Accommodations requests must be submitted by January 12.
 - We will share additional guidance as it becomes available.
- Test times are posted on each assessment's resource page:
 - [ACT Test Times](#)
 - [ACT WorkKeys Test Times](#)
 - [ACT Aspire Early High School Test Times](#)

WorkKeys Test Date Option

Schools and districts may choose to administer WorkKeys school-wide on the initial test day (February 28) or the makeup day (March 21). Test coordinators will need to make a manual selection in PearsonAccessNext in order to have materials shipped for the correct test date. Further instructions for selecting test dates in PearsonAccessNext will be sent via the DAC Digest and biweekly ACT emails.

Update regarding the use of non-college reportable ACT accommodations and NCRC-ineligible WorkKeys accommodations for students in grade 11:

As a result of federal ESSA regulations and discussions with ACT, the decision has been made to discontinue the use of non-college reportable accommodations on the ACT. Starting with the spring 2018 statewide administration, non-college reportable ACT scores will not be given. All students will test with standard conditions or ACT-approved accommodations. This also applies to WorkKeys. Beginning in spring 2018, all students will test with accommodations that are eligible for the National Career Readiness Certificate (NCRC). WorkKeys NCRC-ineligible scores will not be given.

Ensuring all students can access state assessments using accommodations that are appropriate and result in a valid score remains a priority. ACT has recently updated policies with respect to students with disabilities (for example, to ensure that they are consistent with the principles of universal design). An updated [List of Allowable](#)

[Accessibility Supports](#) and the [ACT WorkKeys Accessibility Supports Guide](#) are now available on the [DPI ACT Accommodations page](#).

This change also includes discontinuation of the use of the Spanish translation DVD. ACT has instituted a new set of approved supports for English learners taking the ACT including: written test directions translated in 12 languages, extended test time, use of approved word-to-word bilingual dictionary, and testing in a small group environment. These supports may be used in conjunction with any other ACT-approved accommodations and, with prior ACT approval, will result in a college-reportable score. For WorkKeys, translation of test directions and use of approved word-to-word bilingual dictionary (with extended test time) are allowable supports that result in a National Career Readiness Certificate (NCRC)-eligible score. A Spanish version of WorkKeys is also available, with directions and test items translated in Spanish. Further information on English learner supports on the ACT and WorkKeys can be found on the [DPI ACT EL Supports page](#).

DPI will continue to work closely with schools and districts to offer training and technical support on the accommodations request process. If you have any questions, please contact the Office of Student Assessment at (608) 267-1072 and osamail@dpi.wi.gov.

Preparing for submitting accommodations requests – deadline for ACT is January 12

The window to submit ACT accommodations requests opens November 6. **The deadline for ACT accommodations requests is January 12.** More information is coming soon from ACT and DPI on how to request accommodations for state testing.

Accommodations Overview			
The accommodations or supports provided to a student must be consistent for classroom instruction, classroom assessments, and district and state assessments.			
ACT	List of Allowable Accessibility Supports	Test coordinators must submit accommodations requests and documentation for students into the TAA System.	Window to submit requests opens November 6. <i>Deadline for requests is January 12.</i>
WorkKeys	Accessibility Guide	Test coordinators must order the appropriate accommodations materials for students in PearsonAccessNext. No TAA request is needed.	Window to order accommodated materials opens January 10. <i>Deadline for ordering is January 17.</i>
Aspire	Fall 2017 Accessibility Guide *Spring 2018 guide will be released in January	There will be a new guide for Spring 2018 that will be released in January, but for now you can refer to Fall 2017. Hover over the guide and then click the download icon to download the full guide. Test coordinators must update Personal Needs Profiles (PNPs) in the Aspire portal for students No TAA request is needed.	Window for updating PNPs opens February 19.
As Accessibility Guides and manuals come available, we will post them two places: https://dpi.wi.gov/assessment/act/accommodations http://www.act.org/stateanddistrict/wisconsin			

Changes to WorkKeys Test Names and Test Times

ACT has updated the WorkKeys National Career Readiness Assessments “to ensure ongoing relevance and alignment to changing skill requirements of today’s jobs” and better align the WorkKeys, NCRC, and related curriculum and job profiles. With the updates, the names of the three assessments used in Wisconsin have changed:

- *Workplace Documents* is the new name for *Reading for Information*
- *Graphic Literacy* is the new name for *Locating Information*
- *Applied Math* is the new name for *Applied Mathematics*

Each test is now 55 minutes in length, which is an addition of 10 minutes to each test. The [WorkKeys test times](#) can be found on the [WorkKeys Resources webpage](#).

How to Distribute WorkKeys National Career Readiness Certificates (NCRCs):

Schools and districts print WorkKeys NCRCs and distribute to students. ACT created myworkkeys.com accounts for students who earned a certificate. Schools and districts can distribute the myworkkeys.com usernames and passwords to students.

NCRCs, logins and passwords for myworkkeys.com, and a complete data file of student scores are located in SAFE (Secure Access File Exchange) for districts. <https://dpi.wi.gov/wisedash/districts/safe>

District Assessment Coordinators were first notified that the certificates were in SAFE on July 19 via the DAC Digest email newsletter. We have included the notification in several DAC Digests in the summer and again this fall, most recently on 9/20. You can find sample letters to give login and password information to students here: <https://dpi.wi.gov/assessment/act/data/workkeys>

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Wisconsin high school principals, district assessment coordinators, and ACT test coordinators received this email.